

Retention and Classification Report

Agency: Department of Human Services. Division of Child and Family Services. Logan Office (1841)
115 W Golf Course Rd., Ste. B
Logan, UT 84321

Records Officer Linda Bright

20852	Adoption applications denied
17575	Adoption case files
20853	Adoption subsidy payment records
11373	Adoptive home studies
22156	Child and family services family case records
20854	Child protection alert files
20855	Child protective services investigation files
20857	Custody evaluation files
20856	Domestic violence shelter treatment records
10859	Employment guidance records
20858	Foster parent provider eligibility files
20862	Interstate compact placement home studies case files
20851	Public assistance case management information system reports
20848	Substitute care subsidy files
23049	Trust account records
10844	Work incentive case files

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20852

3

TITLE: Adoption applications denied

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are denials pertaining to the adoption of children. They indicate the reasons for Child and Family Services' denial of adoption applications. They include a profile summary of the adoptive family which contains parent surname, religion, income, education, occupations, and children's names and ages.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 20.

AUTHORIZED: 10/30/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20852

TITLE: Adoption applications denied

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 17575

3

TITLE: Adoption case files

DATES: 1943-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These files document adoption placements for children whose birth parents have either been deprived of or have permanently relinquished their parental rights. They include a face sheet, intake information, social history, closing information, medical, genetic, and birth information, educational records, psychological evaluations, and birth certificates. Also included are court orders, adoption reports, summons, paternity notices, record of adoptions, termination of parental rights, administrative reviews, investigative reports, handwritten notes, financial reports, and correspondence.

RETENTION:

Retain 25 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

AUTHORIZED: 04/19/1996

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 23 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 17575

TITLE: Adoption case files

(continued)

APPRAISAL:

Administrative Fiscal Historical Legal

UCA 78-30-14 (1991) specifies that adoption case files are to be sealed and can only be viewed according to guidelines outlined in UCA 78-30-18 (1991).

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20853

3

TITLE: Adoption subsidy payment records

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are subsidy payments to adopting families and are used to track eligibility and provide an audit trail. State subsidies may be one time, time-limited, or long-term, depending on the circumstances of the family and the child's needs. Medical, dental, psychological, and long term maintenance subsidies continue until age 18, or until age 21 if the state has determined that the child has a mental or physical handicap which warrants continuing assistance. All state subsidy agreements are reviewed annually for continued eligibility (Utah Administrative Code R537-43.2 (1993)).

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 1, Item 22.

AUTHORIZED: 10/30/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20853

TITLE: Adoption subsidy payment records

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 11373

3

TITLE: Adoptive home studies

DATES: 1970-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

Information collected from prospective adoptive families and assessed by the agency to determine eligibility. Following the assessment of cases, Human Services determines either the approval or disapproval of applicants. Information includes home studies, primary person characteristic forms (Form 1054), court documents, biographies, reference letters, work histories, criminal background checks, psychiatric and psychological information, and family records.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 21.

AUTHORIZED: 11/17/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy provided no litigation pending.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 11373

TITLE: Adoptive home studies

(continued)

APPRAISAL:

Administrative

This disposition is based on the needs expressed by the agency.

PRIMARY CLASSIFICATION:

Controlled

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 22156

3

TITLE: Child and family services family case records

DATES: 1996-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document complete case histories of the Division of Child and Family Services (DCFS) provided to families. These services include children at risk (CAR), clinical casework counseling (CCS), counseling individual services (CIS), child protective services (CPS), custody evaluations, family preservation (PFP), family reunification (PFR), in-home services (PSC and PSS), interstate compact services (ICPC), out of home care (SCF), courtousy supervision (SCS), and youth services (PYS). These programs are funded by DFCS and/or local discretionary funds. These files will enable the division to monitor the types of services that have been provided to a family and work more effectively in providing new services when required. Information includes family histories, names, birth certificates, social security cards, court documents, guardianship orders, tribal membership certification, activity log logs, case plans, psychological progress notes, personal and family counseling reports, psychological and psychiatric information, medical and dental reports, employment histories, living conditions, marital status, salary information, collateral agency data, child abuse and neglect reports, police reports, family studies, health and education records and fees, medicaid information, payment records, release forms, contracts, and reference letters.

RETENTION:

Retain 25 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 34.

AUTHORIZED: 09/20/1999

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 22156

TITLE: Child and family services family case records

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 24 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on UCA 17-12-36 (1918), which specifies that any legal action commences after the child has reached the age of majority. The 25 year retention ensures that these records will be retained long enough to cover both state statutes and the Juvenile Court Act.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20854

3

TITLE: Child protection alert files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document alerts generated by all states when they are unable to locate a family who has been charged or when alleged charges have been made against them which may include, but are not limited to abuse, assault, and neglect. When the perpetrators are found, the requesting agency is notified and action is taken.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 23.

AUTHORIZED: 11/02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20854

TITLE: Child protection alert files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20855

3

TITLE: Child protective services investigation files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are investigations and findings of child abuse and neglect cases. Child protective service workers use this information to determine whether or not a child is the victim of abuse or neglect. Information includes name, court actions, investigations, family information, psychiatric and psychological information, and victim information.

RETENTION:

Retain 30 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 11/02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 29 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20855

TITLE: Child protective services investigation files

(continued)

PRIMARY CLASSIFICATION:

Exempt UCA 62A-4-513 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20857

3

TITLE: Custody evaluation files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These are reports compiled by investigators and submitted to the court indicating which natural parent the agency believes should have custody of the children in a divorce case. Information includes family history, expenditures, living conditions, and victim information.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 26.

AUTHORIZED: 11/02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on and complies with Federal Title XIX guidelines.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20857

TITLE: Custody evaluation files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20856

3

TITLE: Domestic violence shelter treatment records

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

DESCRIPTION:

These files document treatment programs for both victims of domestic violence, and perpetrators. Information includes address, age, birthdate and birthplace, court actions, victim information, psychiatric and psychological information, medical and dental information, and family information.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 11/02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20856

TITLE: Domestic violence shelter treatment records

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63-3-303 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 10859

3

TITLE: Employment guidance records

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document employment guidance.....

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 7.

AUTHORIZED: 01/24/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20858

3

TITLE: Foster parent provider eligibility files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document eligibility requirements for foster parents. They are used by case workers for administrative purposes and to disburse payments made to those foster parents for their services. Information includes eligibility documents, reference letters, medical forms, Bureau of Criminal Identification cards, release forms, computer forms, training documentation, case worker's notes, contracts, home studies, and licenses.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 27.

AUTHORIZED: 11/02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20858

TITLE: Foster parent provider eligibility files

(continued)

APPRAISAL:

Administrative

This disposition is based on Utah Administrative Code R501-12-16 (1993), which specifies record keeping requirements for foster parents.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled.	UCA 63G-2-304 (2008)
Public.	UCA 63G-2-103 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20862

3

TITLE: Interstate compact placement home studies case files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document information collected to determine whether or not a family and home are appropriate for the placement of children currently in foster care. If the home is determined to be suitable, children may be released from the custody of the Division of Child and Family Services to the approved family and home. Information includes criminal background checks, autobiographies, physical, psychiatric, and psychological examinations, interviews, income information, and home study evaluations.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 32.

AUTHORIZED: 11/02/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20862

TITLE: Interstate compact placement home studies case files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20851 3

TITLE: Public assistance case management information system reports (PACMIS)

DATES: 1980-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are computer printouts of clients receiving services through the Department of Human Services, Division of Child and Family Services. The information is sent to all Child and Family Services offices that serve clients through various programs. The names of clients are expunged following the closure of their case file. Information includes computer data, printouts, and statistical evaluations.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 18.

AUTHORIZED: 10/30/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then delete.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office
SERIES: 20851
TITLE: Public assistance case management information system reports (PACMIS)

(continued)

APPRAISAL:

Administrative
This disposition is based on the administrative needs expressed
by the agency.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20848

3

TITLE: Substitute care subsidy files

DATES: 1985-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are requests for financial assistance by adoptive parents. Financial assistance is granted only to provide for the needs of the child. Information includes application and agreement for subsidy, reason for subsidy, district number of office where request was made, family income and expenditures, and a federal income tax return.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 10/30/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 20848

TITLE: Substitute care subsidy files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 23049

3

TITLE: Trust account records

DATES: 1995-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records document bank statements from client trust accounts and are used to manage financial and audit records. Information includes returned checks, financial statements, and bank transactions.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 33.

AUTHORIZED: 07/19/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 23049

TITLE: Trust account records

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Human Services. Division of Child and Family Services.
Logan Office

SERIES: 10844

3

TITLE: Work incentive case files

DATES: 1980-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document work incentive programs offered to persons needing employment through the Department of Human Services, Division of Child and Family Services. Information includes employment history, family information, job position information, marital status, salary information, and social security number.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 14.

AUTHORIZED: 09/08/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private